

National Service Criminal History Check

VERIFICATION FORM

APPLICANT INFORMATION

Name must match the legal name of the individual, as reflected on the documentation used to verify identity

First Name	Last Name	MI
Position Title		Start Date
Is this individual serving a consecutive term with break in service of less than 180 days?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If you responded Yes , are checks from the previous term of service being used for this term? <input type="checkbox"/> No <input type="checkbox"/> Yes

TRUESCREEN (NSOPW, STATE OF SERVICE, STATE OF RESIDENCE)

Must complete/ adjudicate **prior to** the start of service or work

<input type="checkbox"/> Copies of adjudicated Truescreen check results are retained in individual's file.	
<input type="checkbox"/> The applicant's State of Residence is _____. The State of Residence check requirement is satisfied by the State of Service. State of Residence section below is intentionally left blank.	
State of Residence:	
Is a State of Residence Check required? (choose one)	<input type="checkbox"/> State of Residence Check is required: copy of adjudicated Truescreen check result is retained in individual's file. <input type="checkbox"/> State of Residence is not required because it is covered by CNC's Truescreen ASP or is an NFF State (and individual has an FBI check).

FIELDPRINT (FBI FINGERPRINT-BASED CHECK)

Must complete/ adjudicate **prior to** the start of service or work

<input type="checkbox"/> Copy of adjudicated Fieldprint results are retained in individual's file.	
If an individual had a "not cleared" status on their Fieldprint result, the following additional documentation is maintained:	<input type="checkbox"/> Evidence the program used in making eligibility determination.

Instructions

This page is intended to provide instructions on completing the NSCHC Verification Form and does not need to be kept in individual files.

APPLICANT INFORMATION

1. Please enter the First and Last Name **exactly** as it appears on the documentation used to verify the identity that is uploaded to Truescreen.
2. If a member had a gap in service with the same program that was less than 180 days, the program may use the previous checks for the current term of service. The program should make a copy of the original checks to maintain in the current program year member file (as well as retaining the original checks in the original term of service member file).
3. If an applicant is under the age of 18 on their first day of service, a NSCHC is not required. The program should include a memo explaining that, sample template provided.

TRUESCREEN

1. Checks must be completed/adjudicated **prior to** the start of service/work for the individual. For this reason, OneStar is only tracking completion date.
2. Please see [sample Truescreen Reports](#) to verify correct reports are being retained.
 - a. Summary page will have a green dot beside Adjudicated Pass/Review indicating program adjudication.
 - b. Adjudication History page (using the “Adjudicate This Case” link). The date the **program** adjudicated the checks, listed under “Action Date” will be considered the date of completion.
3. Please review AmeriCorps’ [NSCHC Manual: Pre-Approved NSCHC Waivers](#) to determine which states do not require a separate state of residence check. States covered under the Truescreen waiver are listed in waiver #1, and states covered by the National Fingerprinting File waiver are listed under waiver #2.

FIELDPRINT

1. Checks must be completed/adjudicated **prior to** the start of service/work for the individual.
2. Once the program has received results from Fieldprint those results should be downloaded and/or printed and saved. The program **must document adjudication** by signing, dating, and timestamping the results. This can be done through an electronic signature or written signature.
3. Please see sample Fieldprint results to verify correct documentation is being retained. If an individual receives a “not cleared” status on the Fieldprint results, the program must take additional steps to verify eligibility. The program must retain the Fieldprint results, maintain documentation of evidence the program used in making the eligibility determination, and include a contemporaneously dated memo to the file documenting determination of the individual’s eligibility. Please see sample Fieldprint Not Cleared Memo.